

Arizona Invasive Species Advisory Committee Meeting (AISAC) July 19, 2007 Meeting Minutes

Attendees:

- Bill Werner (ADWR)
- Brandy Petrone (TNC)
- Brian Moorhead (Salt River Project)
- Bruce Eilerts (ADOT)
- Christine Conte (Arizona Sonoran Desert Museum, for Dr. Brusca)
- Doug Witte (ASLD)
- Ed Northam (Southwest Vegetation Management, for Cooperative Weed management)
- Elisabeth Lawaczek (ADHS)
- Glenn Fahringer (Earth Care, Landscape and Nursery Industry)
- Jeffrey Myers (AZ Department of Agriculture)
- Jerry Levitt (USDA, APHIS)
- Jerry Nelson (Anglers United)
- Joanne Roberts (ASP)
- John Caravetta (AZ Department of Agriculture)
- John Gerstenberger (PETsMart)
- Kai Umeda (UofA, Cooperative Extension)
- Larry Riley (AGFD)
- Lori Faeth (Governor's Office)
- Marianne Meding (AGFD)
- Sam Lofland (Ryley Carlock & Applewhite)
- Sandy Bahr (Sierra Club)
- Steve Ferrell (AGFD)
- Tom Klabunde (TNF)
- Tom Sharpe (Phelps Dodge/Mining Industry)

Welcome and Introductions

Marianne Meding called the meeting to order at 10:10 am. Ms. Meding introduced the two co-chairs, Deputy Director Steve Ferrell from AGFD and Associate Director John Caravetta from ADA as well as Lori Faeth, Senior Policy Advisor for Natural Resources, Agriculture and the Environment, representing the Governor's Office.

Mr. Ferrell conducted roll call followed by welcomes and introductions from the council members, and the council voted not to meet in executive session for their review of Arizona Open Meeting Law.

Review of Executive Order 2007

Mr. Ferrell gave opening remarks and discussed the importance of invasive species issues in Arizona as well as gave a brief over view of Executive Order 2007-07. The initial key product of the Council will be a state-wide management plan, due June 30, 2008. This is a new Council compared to the Council created by Executive Order 2005-09, with some new members as well as some members that also sat on the previous Council. The Council will be operating under the open meeting law (OML). The Council is strategic in nature with members being selected with the desire that the products developed are strategic in nature. The hope is that invasive species

policy will help Arizona address present and future invasive species challenges. Mr. Ferrell thanked all those present for attending and participating.

Presentation of Open Meeting Law

Casey Cullings, Assistant Attorney General, gave a PowerPoint presentation on the Open Meeting Law Basics (the presentation is posted on the Governor's web page for invasive species). No matter what form of communication, if you have eleven or more Council members present, you have a quorum (one half of the appointed membership plus 1).

Council discussions must be guided by the agenda, and limited to agenda items. Working groups are also subject to the OML. Public notice of a meeting must be given a minimum of 24 hours in advance and be posted. This includes notice to all council members. Notice must contain the name of Council, date, time, and place of meeting, the agenda, executive sessions, and Americans with Disabilities reasonable access advisory.

Agendas must be available 24 hours in advance of meeting listing what is to be discussed, considered, or decided at the meeting. Can only discuss matters on the agenda. Council can report a summary of current events but can not discuss. Agenda can be amended up to 24 hours in advance of the meeting.

The public can address any issue within the jurisdiction of the Council but Council members can not discuss or take action on issues that are not on agenda. The Council can respond to criticism, ask staff to review the matter brought to the Council's attention, or ask to put issue on the next agenda. It is not required to have a call to the public, but the Council chooses to use the opportunity to involve the public.

Handouts distributed during a Council meeting can be made available to the public. If necessary, due to the expense of duplication, a fee may be charged for reproduction.

Meeting minutes will be required by law beginning in September, and must be made open to inspection 3 days after the meeting (can be a draft copy). Working groups must keep minutes and have them available as well. Executive session minutes, should the Council ever need to utilize an executive session, are confidential and should be kept separate from the other minutes of the meeting. Members of the public have a right to attend and record any meetings (with the exception of an item that is notices as an executive session).

Council members may participate by telephone but it must be approved, identified on agenda that participation by telephone is planned, noted in the minutes, mentioned how the member was identified, and used only when they are no reasonable alternatives.

Executive Sessions must be identified on agenda, and be given proper notice. Council members are required to vote if they desire to go into executive session. Executive session is confidential; however, no voting or informal decision-making can take place during executive session. There are limited reasons why a Council can enter executive session (legal matters, confidential

records, etc). If an executive session is held, only Council Members are allowed access. Separate minutes must be recorded for executive session.

Any discussion of Council business among a quorum of members via email can constitute a meeting. Electronic communications and collaboration can be challenging when it comes to ensuring Open meetings. It is very important to pay attention to and be aware of “responding to all” when using email. It is best to send all comments to one person who can summarize and the group can discuss later at a noticed open meeting.

If OML is violated, all legal action taken at the meeting is void. The Attorney General’s office investigates violations, and there are potential penalties including fines, and embarrassment for all parties involved.

Review Executive Order 2007

Larry Riley gave a brief PowerPoint presentation on the 2007-07 Executive Order. (Presentation is posted on the Governor’s Web Page (<http://azgovernor.gov/ais/>). Doug Witte asked if the council had all the members yet and Ms. Faeth responded by saying some were still pending.

Brief Summary of 2006 Report to the Governor: Arizona’s Invasive Species – Unwanted Plants and Animals. (Presentation posted on the Governor’s Web Page (<http://azgovernor.gov/ais/>))

The Executive Order 2005-09 was very well received by the Governor’s Office. The reason for this order was to develop a well coordinated, multi-stakeholder approach to Invasive Species (IS) issues in Arizona and to make recommendations on IS management. There are many areas including agricultural productivity, biodiversity, public health, tourism, economies, infrastructure, recreation and fires just to name a few that may be affected by IS and it can be very costly to treat.

There are 5 focal strategic concepts:

1. Leadership and Coordination
2. Research and Information Management
3. Anticipation and Outreach
4. Control and Management
 - This area may also include addressing Early Detection and Rapid Response (EDRR).
5. Funding

Ten principals and seven recommendations were identified in the 2006 Report to the Governor. Funding was and will likely continue to be a difficult issue.

A question was presented to the council on other state’s funding sources. Has any one looked into these?

Mr. Riley responded by saying there have been some efforts by USGS, USFWS, USDA, and others to identify sources of funding. It is still a struggle and challenge. Mr. Moorhead said we

need to think outside the box too. A good example is the loss of property with wildfires. FEMA may be a potential funding source.

Identifying Council Member Delegates

Ms. Faeth gave a brief overview on identifying delegates or alternates to serve for council members. Council members can have one delegate who can make decisions and vote in their absence. All non-state employed delegates will be put through a background check. There can not be a designee for the delegate.

Review and approve proposed 2007-08 meeting structure and operation for new Arizona Invasive Species Advisory Council.

Ms. Meding gave a PowerPoint presentation on the meeting structure and operation of this advisory council. There will be 21 official Council members with one designee per member. This is a new council with new members and is a permanent body. The Department of Health Services was identified as a member that was not represented on the previous Council. There are many interested parties and stakeholders. We wish to involve as many as wish to participate. Only Council members will have a vote.

Members will be required to take ethics training within six months of their appointment. Only the State of Arizona Ethics training module is applicable. If an appointee has already taken the training module, they need not repeat it. Delegates will have to take the training as well. Next ethics class will be held in October. That class is presented at no charge.

Council will have public meetings which will meet the first Tuesday of every month with a few exceptions. After June 2008, council may elect to change meeting frequency.

All meeting materials will be posted at: <http://azgovernor.gov/ais/>

Primary task of this new council will be to develop and write the statewide management plan identified in Executive Order 2007-07. The final plan is due to the Governor on June 30, 2008. The plan will have the same five strategic concepts as identified in the 2006 Report to the Governor:

1. Leadership and Coordination
2. Research and Information Management
3. Anticipation and Outreach
4. Control and Management
 - This area may also include addressing Early Detection and Rapid Response (EDRR).
5. Funding

Work on the management plan will be broken into four quarters with very tight deadlines. Public input will be sought after each quarter. A funding component will be discussed in each component.

Working groups will be formed to address the first 4 concepts. Working groups can bring in experts and other stakeholders serving in an advisory role. Reports of progress will be made to the Council at each monthly meeting. The Council will vote as a whole regarding adoption of recommendations.

Progress will be tracked using a Gantt chart, management plan draft outline, and working group charters. The charters are designed to help provide guidance and keep the working groups focused. The goal is to create a consistent framework across working groups

The Gantt chart is a living document with meeting dates, milestones, deliverables, and can be modified at any time. The draft outline will be a basic structure and will develop over the course of the year. Item #4 on the Management Plan Outline will be fleshed out in the future and the outline will likely also change over time as working groups address the strategic concepts.

Ms. Meding went over the Leadership/Coordination and the Research/ Information Management Charter objectives. Leadership/Coordination was developed from the 2006 Report to the Governor as well as from review of the National IS plan and management plans from other states.

Mr. Riley suggested the council bring in folks with expertise to provide council with ideas. Don't reinvent the wheel and should use tools already there. If we try to build our own, it could be harder than it needs to be. Need to capture everything and keep track of all funding ideas as they come up.

Mr. Northam asked about where early detection and rapid response really fits into. The group discussed their thoughts on where it belonged. Mr. Ferrell suggested that Research and Information Management should be more about the "what and how" and that Control and Management should address the "who and how" (mechanics of it). There is flexibility to address issues where they come up, however it should be our goal to minimize redundancy.

The 2007-08 working group structure is not expected to extend past June 30, 2008 but can be re-formed on an as needed basis in the future. Council members should anticipate working group meetings outside of regular Council meetings. These meetings will operate as public meetings with a lead and co-lead. Delegates can be part of the working groups. Ms. Meding, Mr. Riley and Mr. Myers will help groups post agendas and notices. Ms. Meding, Mr. Riley, and Mr. Myers all hope to attend working group meetings whenever possible to provide support to the working groups.

Mr. Ferrell moved the motion to accept the meeting structure and operation. Bill Werner responded to the call for a first to the motion and Ed Northam seconded the motion. It was a unanimous vote.

Ms. Faeth discussed the advocacy role of Council members. There is no opportunity to represent the Council formally at a national level. There are no resources to help pay for travel.

Mr. Ferrell did a recap and wanted the Council to make sure they knew this was an advisory role, not policy role.

- Each council member has a leadership role.
- The council is accountable to the Governor's Office and the public to show up and participate equally.
- Need to understand the liaison role.
- Two way communication in sector.
- Effective communication.

There was a unanimous vote to accept the Gantt chart. Glen Fahringer responded to the call for a first to the motion and Doug Witte seconded the motion. It was a unanimous vote.

Working group Formation

Mr. Ferrell asked the council if we could populate the two working groups today. This is a great opportunity for folks to work on groups and asked who else we might want to get involved.

Mr. Witte mentioned there is a lot going on in regards to invasive species. Need to invite lots of other folks to the working group meetings.

A sheet was passed around to get people to sign up for the two working groups.

Leadership and Coordination will include the following people:

Lead: John Caravetta / Designee Jeffrey Myers

Co-Lead: Doug Witte

Lori Faeth

Joanne Roberts

Tom Klabunde

John Gertsenberger

Christine Conte

Jerry Levitt

Richard Brusca

Research and Information Management will include:

Lead: Kai Umeda

Co-Lead: Steve Ferrell / Designee Chantal O'brien (Research Chief)

Tom Sharpe

Glen Fahringer

Bill Werner

Elisabeth Lawaczeck

Brian Moorhead

John Brock

Ed Northam

The Arizona Department of Agriculture volunteered to be the lead for Leadership and Coordination and Doug Witte from ASLD agreed to be the co-lead.

Kai Umeda from the UofA agreed to be the Lead for Research and Management with Arizona Game and Fish Department as the co-lead.

Mr. Ferrell asked the council to potential advisors or participants. The following is a list of people to consider inviting to the Control and Management group:

- Glen Buetner - Arizona State Forestry
- Arizona State Parks Regional Managers
- US Fish and Wildlife Service Ecological Services / Fisheries Resources Office-Steve Spangle/Stewart Jacks or Staff
- US BLM – Arizona State Office
- Patti Fenner-US Forest Service
- Tonya Norwood Pearson – Natural Resource Conservation Service
- Agricultural community
- Rebecca De La Torre – RCDs for Natural Resource Conservation Service
- Agriculture community (Ms. Faeth will provide a distribution list)

Ms. Lawaczek asked about a representative from the native community. Mr. Riley responded that an individual has been contacted and is pending.

The following is a list of people to invite to the Research and Information Management group:

- Kelly Steele - ASU plant taxonomist
- John Gunn – Maricopa County Parks
- Dr. Jeff Lovich - USGS
- Dr. Carolyn Hull-Sieg-USFS
- Chris Jones – Gila County Co op extension
- Al Fournier – Maricopa Agricultural Center
- Dr. Kevin Fitzsimmons – UofA ER Lab
- Dr. Barron Orr – U of A
- Alix Rogstad – Arizona-Sonora Desert Museum

Ms. Faeth said to look back at who participated in the last working groups.

Please email any contact information for the people mentioned above to Ms. Meding.

The council discussed future meeting dates and timelines. Both working groups decided to meet the morning of the next Council meeting on August 7. Leadership and Coordination will meet at the SLD at 10 am. Research and Information Management will meet at ADA at 10 am. Timeline milestones will be discussed at the next meeting.

Mr. Werner mentioned the importance of having an efficient structure since outside participants that we are seeking expertise from are giving us a big time commitment, and the value of their time should be respected.

Call to the Public

Mr. Jerry Nelson asked to speak to the Council regarding quagga mussels. He expressed his concerns in regards to what the state is doing about informing the public on this invasive species. He is hearing criticism from many anglers on this. AGFD and USFS will answer his concerns in direct communications with Mr. Nelson.

Future Agenda Items

- Subcommittee reports (include timeline for milestones)
- Ms. Roberts asked if any experts can come in and talk to the council.
- Mr. Witte suggested Dr. Barron Orr from the U of A.
- Quagga mussel response plan from AGFD?
- What are other states doing?
- National level information?
- National Legislation?

Meeting adjourned at 1:34 pm